

## Referrals

- 4-24. Upon receipt of a request to fill a vacancy, referral of the three highest-ranking candidates will be made from the appropriate eligible lists. For requests to fill multiple vacancies by the same appointing authority, a list of candidates containing no fewer than the number of vacancies plus two up to three referrals for each vacancy to be filled will be provided to the appointing authority. One of the three highest-ranking candidates from the appropriate eligible list must be appointed for the first vacancy filled. All other candidates, including the two not selected for the first vacancy, are eligible for the remaining vacancies. All vacancies must be filled for which a multiple referral has been made, unless a revised referral is made before the second vacancy is filled. The appointing authority shall determine the number of candidates to be referred prior to the referral. If the total number of candidates is less than the minimum or less than the number requested by the appointing authority, the total number of candidates shall be referred. All those referred must be notified of their referral, and may be considered for appointment. Such consideration may include record review, interview, additional screening to determine final interviews, or other merit-based criteria. The person(s) appointed shall be any of the persons referred regardless of rank on the appropriate eligible list.

8-79. Disputes must be in writing and copies provided concurrently to the affected department. Use of the standard "~~Colorado State Personnel Consolidated~~ **Appeal/Dispute Form**" found on the ~~Board's and Director's~~ web sites is required. For good cause shown, the Director may waive this requirement provided the person filing the appeal ("complainant") sets forth such grounds at the time the appeal is submitted. The dispute must clearly state the following in sufficient detail.

1. The name, address, and telephone number of complainant and any representative.
2. The specific action being disputed and a copy of the written notice.
3. The date complainant received the notice of action.
4. A short, specific statement giving the reason for the dispute.
5. Whether complainant is a certified employee.
6. The specific remedy sought.

## Eligibility

- 11-6. Employees and their dependents must meet the eligibility requirements as defined in state law and rules to qualify for enrollment in the state group benefit plans. Employees and their dependents are not eligible to enroll or continue enrollment in the state group benefit plans when they cannot meet the eligibility criteria as defined in law, rule, and written directives. If at any time during the plan year any dependent ceases to meet the eligibility criteria, the employee-parent shall disenroll that ineligible dependent within 31 days following the loss of eligibility.
- A. In addition to the statutory definition of eligible dependents in the State Employee Group Benefits Act, the term "dependent" also means an unmarried child of an enrolled employee-parent who is under twenty-five years of age and who has either the same legal residence as the employee-parent or is financially dependent upon the employee-parent. The following criteria apply in determining eligibility:
- a. "Same legal residence as the employee-parent" means the child has declared the intent to maintain as his or her permanent legal residence the same residence as the employee-parent. The child's intent to establish the same legal residence as the employee parent may be evidenced by the circumstances, including the address of record contained in the child's driver's license, car registration, bank account and tax returns.
- b. "Financially dependent" means that the employee-parent provides significant financial support to the child and the child would not be financially solvent without such support.